

MEETING MINUTES

HICKRC MEMBERSHIP MEETING

DATE: MARCH 19, 2014
TIME: 11:00 AM – 12:00 PM
LOCATION: CONFERENCE CALL: DIRECT CALL
CHAIRS: LORIE SMITH (ABSENT), MARTHA VRANA-BOSSART, DAWN GALLAGHER (ABSENT).

ATTENDEES: ANN TUCKER, LYNN DUBY, JANE DUBOIS, MICHAEL PAYNE, TERRENCE MCCARTHY, KIM GONZALES, Jan Huskins,
ABSENT: SUE DALTON, LEE UMPHREY, CHARLENE O'CLAIR, HEATHER PELLETIER, NORMA DESJARDINS, JULIE SHACKLEY, REYNOLD RAYMOND, LAURIE CHARBONNEAU, DEAN BAILEY, JAMES BOUCHARD, MISSY BOUTOT, CLAUDETTE HUMPHREY

MEETING OBJECTIVES AND AGENDA:

1. ATTENDANCE
2. RFP AND NETWORK NARRATIVE UPDATE WITH Q&A PROCESS OVERVIEW
3. PRIMARY CONTACTS-SPECIFIC HCP SITE/VENDOR QUESTIONS
4. F460 APPLICATION UPDATE (3/13/2014)
5. NEXT STEPS/CLOSING REMARKS
6. NEXT MEETING DATE (4/16/2014 11-12: NOTE: 4/2 MEETING CANCELLED)

RISKS / MITIGATION STRATEGIES

Overall Meeting Objectives: engage rural and urban Healthcare Provider (HCP) sites and to initiate, plan, manage and close the HCF Project under the umbrella and leadership of the Health Information Connectivity Knowledge Rural Consortium.

Meetings are to be held on a regular, bi-weekly basis via conference call. Face-to-face meeting forums will be held adhoc. If regular a member is unable to attend, encouraged to make plans for a ¹proxy to attendee in their absence.

TOPICS OF DISCUSSION

Martha opened the meeting at 11:05 and welcomed everyone. Martha shared that this meeting's focus is review of the Q&A process, HCP primary contact list, and form 460/F461 update.

A. Attendance - taken and everyone welcomed.

B. RFP with Network Narrative Update with Q&A process overview – Martha / Dawn

a. RFP/Network Narrative Update

- i. HCP members asked questions during March 5 meeting during presentation of NN & RFP
- ii. No additional questions submitted to Martha prior to March 12, 2014 deadline and therefore, by proxy the HCP members provided approval to submit the RFP and NN to USAC attached to Form 461.

Q&A Process for HICKRC RFP and Network Narrative	
What and Where	When, by Whom and How
View HICKRC RFP 01 and Network Narrative (NN) <ul style="list-style-type: none"> www.usac.org 	Once reviewed by USAC; the HICKRC's RFP and NN will be posted and viewable on www.usac.org for 28 days. Interested telecommunications vendors may view the HICKRC RFP and NN on the www.usac.org .
Q & A Process: (Submit Questions) <ul style="list-style-type: none"> EHRHelpDesk.DHHS@maine.gov 	Interested vendors may submit questions to this email: EHRHelpDesk.DHHS@maine.gov with a Subject Line containing the acronym: HICKRC within the first 5 business days that the RFP and NN are posted on www.usac.org .
Q & A Process: (View Answers) <ul style="list-style-type: none"> www.maine.gov/hit 	Answers to questions emailed to EHRHelpDesk.DHHS@maine.gov with a subject line containing HICKRC will be viewable within 4 business days of receipt of questions at www.maine.gov/hit .

iii. Above box illustrates the Q&A Process for Vendors once USAC posts the RFP on their website.

C. Primary Contact List for Specific HCP sites – Martha

- i. List of Primary Contacts for each Entities (see attachment in meeting invite)

D. USAC 460 Application Update /F461- Martha

All sites have been filed and/or re-filed. Filing status as of 3/13/2014

Note: automated, USAC **Email Confirmation** receipts – Reminder, HCP Sites **do not need to file F461²** or take any actions on www.usac.org. F461 will be filed by the Consortium

E. Next Steps/Closing Remarks –Martha

The filing of F461 is now 95% complete with both the HICKRC RFP and Network Narrative documents attached. Filers are able to save the F461 and there's only one F461 to file.

- ⁴Contract coming through with current vendor- is that okay to sign? I asked these questions of Paige Pierce (see below)**

1. Some entities have contracts that are coming up for renewal within the next month (prior to completion of the RFP posting/submission/review/approve process.
 - a. **Question: Should the entity wait to sign anything with a current vendor? We are under the impression that they should wait, however, this is at risk of not even receiving approval from USAC to go ahead?**
 - b. **Answer: If a contract is signed prior to the competitive bid process being complete those sites will NOT be able to get funding from the universal service fund. If those sites want funding from HCF they should wait.**

2. I understand that multiple smaller vendors could collaborate and submit an RFP together for bid as long as all requirements are met.

- a. Question: the consortium entity members want to know if this is true?
- b. Answer: This is True!

⁵Provide the Network Narrative and final RFP- that was submitted to USAC-the group would like a copy.
DONE 3/24/14

What's left is to attach 15 HCP sites; 11 sites are the ones that Lorie had to re-file and are in the USAC review process.

! Caution not to sign contracts with vendors³. May discuss contract requirements, but the full 28 days must pass with RFP and Network Narrative actually posted at www.usac.org before any site can enter into a contract without forfeiting USAC funding. The vendor must be awarded the RFP through the competitive bidding process with HICKRC!

- F. **Next HIT Grant meeting** date: April 16, 2014 at 11:00 a.m. conference call.
(The April 2, 2014 mtg. is cancelled due to potential of three, HICKRC Meetings in April).
Meeting Adjourned at **11:42** a.m.

NEXT ACTION STEPS - BY WHOM

¹**Action item:** Proxy from HCP site to attend if regular member unable to attend and reminder to plan on having an **HCP Representative** available for review of RFPs during the competitive bidding process.

²**Action item:** Note: automated, USAC **Email Confirmation** receipts – Reminder, HCP Sites do not need to file F461 or take any actions on www.usac.org. F461 will be filed by the Consortium **NO ACTION IS NEEDED From HCP sites**

³**Action item:** Do not sign contracts with vendors- there is a **strict** 28 day wait period that must be honored during the posting of the RFP at USAC! The risk is the loss of funding!

⁴**Action Item:** Martha to get answers to the questions listed above in red and place into minutes for the group to review.

⁵**Action Item:** Martha to send final RFP and Network Narrative to members of the HCP sites.

RISK MANAGEMENT

- Risk Factors: USAC states they have another 30 days for review process of those 11 re-filed sites even though they were reviewed once already and deemed ineligible.
- Mitigation Strategies: Martha to check USAC site daily while Lorie on vacation, check if sites pending review deemed eligible- then attach necessary documents and update F461 to reflect current updates.